

**WEFT/Prairie Air, Inc.
Board Resolution
2017-001**

**A resolution instituting a Sexual Harassment Policy and Procedure
for WEFT/Prairie Air, Inc.**

WEFT/Prairie Air, Inc.
Sexual Harassment Policy & Procedure

WEFT and/or Prairie Air Inc. is committed to providing an environment free from sexual harassment. When a sexual harassment claim is filed, the Board of Directors and the Human Relations Committee will act in a manner which ensures a timely and appropriate response.

A victim of sexual harassment can identify as any gender and/or sexual orientation. The victim can be of the same sex as the harasser. The harasser can be a supervisor, co-worker, volunteer, other WEFT employee, or a non-employee who has a business relationship with WEFT. In short, the gender and/or sexual orientation of the harassed and harasser are not necessarily consequential to whether harassment could have occurred.

Anyone who observes or hears of any sexual harassment of any volunteer, staff, intern, guests, etc. should report this promptly to station management, the Board of Directors, or HRC Chair.

Examples of Sexual Harassment

- Sexual pranks, or repeated sexual teasing, jokes, or innuendo, in person or via e-mail;
- Verbal abuse of a sexual nature;
- Touching or grabbing of a sexual nature;
- Repeatedly standing too close to or brushing up against a person;

- Repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated he or she is not interested (supervisors in particular should be careful not to pressure their employees to socialize);
- Giving gifts or leaving objects that are sexually suggestive;
- Repeatedly making sexually suggestive gestures;
- Making or posting sexually demeaning or offensive pictures, cartoons or other materials in the workplace;
- Off-duty, unwelcome conduct of a sexual nature that affects the work environment.

Procedures for Resolution of Sexual Harassment Complaint Under this Policy

- I. The incident/action necessitating the report must have happened no more than forty-five (45) days prior to the report. The report must be made to the Board Chair, Vice Chair, Station Manager, or Chair of the Human Resources Committee.
- II. If the person receiving the report was not the Chair of the HRC, they will schedule an in-person meeting with the Chair of the HRC (or designee) within seven (7) days, and will produce written documentation to be delivered to the Chair of the HRC. Said documentation shall be delivered in the preferred method of the Chair of the HRC, and said documentation must be maintained by same, until their term has ended, and documentation is transferred to the incoming Chair of the HRC.
- III. Within ten (10) days of above notice, the HRC shall be convened to create a panel comprised of the Chair of the HRC, another member of the HRC, and a member of WEFT who is not on the Board of Directors, and who is unrelated to the circumstances which necessitated the panel.
- IV. The panel will promptly schedule and hold (completing all meetings within ten (10) days) meetings with the person bringing the complaint, the person being accused, as well as any person(s) who may have witnessed the incident(s).
- V. Within ten (10) days of completing all meetings with interested persons, the panel must report their conclusions to the HRC (in writing, and in person), along with recommendations of any adverse actions for the parties involved.

- VI. Within five (5) days, the HRC must meet to either affirm or alter those recommendations (the HRC cannot overturn the findings of the panel).
- VII. The HRC Chair will meet with BOD Chair and Station Manager to draft notice of the conclusions and any adverse action which will be delivered to all interested parties via their preferred written method which allows for a return receipt.

Note 1: The HRC, Board Chair, and Station Manager can be removed from any or all of these steps if they bring the complaint, are the accused, are witness to the events, or have any other substantive conflict of interest.

Note 2: All documents and discussions regarding these complaints are to be held in strict confidence. Failure to do so by any of the involved parties may result in adverse action against the person breaking confidence.

Note 3: Any appeals of adverse action brought by this policy and procedure are subject to direct appeal to the Board of Directors. Appeal to the Board follows the process below.

Note 4: when issuing the adverse action, the HRC is working with authority granted by the position of General Manager.

- A. Any person appealing the outcome of the procedure above must make their appeal known to any member of the Board in writing, and within ten (10) days of receipt the notification outline above in "VII."
- B. The first special meeting will be held in accordance with section 4.4.1.1 of the Board's SOPs.
- C. A second special meeting will be called in accordance with section 4.4.1.2 of the Board's SOPs.
- D. As stated in section 4.4.1.2.1 of the Board's SOPs, WEFT's final internal decision on the adverse action is the one reached by the Board at this second special meeting.

In the event that the HRC is inactive:

1. The role of HRC Chair on the panel will be filled by the Board Chair.

2. The role on the panel which should be filled by a member of the HRC shall be filled by a non-Executive Committee member of the Board.
3. The requirements for the third spot on the panel shall be unchanged.

Suggested Steps

Any employee/volunteer who believe they have been the target of sexual harassment is encouraged to inform the offending person orally or in writing that such conduct is unwelcome and offensive, and such conduct must stop.

Employees/volunteers are encouraged to report the unwelcome conduct as soon as possible to a responsible Board official. It is usually most effective -- although it is not required--that the official be within the employee/volunteer's supervisory chain. Responsible Board officials include the Board Chair, Vice Chair, Chair of the Human Relations Committee, or the Station Manager.

*All employees, volunteers, and Board members are required to comply with this policy. Employees/volunteers are also expected to behave professionally and to exercise good judgment in work-related relationships, whether with fellow employees/volunteers, business colleagues, or members of the public with whom they come into contact in the course of official duties. Any intentional misuse of this policy is subject to review by the HRC and the Board. Further, all employees/volunteers are expected to take appropriate measures to prevent sexual harassment.